



**Town of Arlington, Massachusetts**  
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## **Library Trustees Minutes 06-13-2006**

Robbins Library Board of Trustees  
June 13, 2006

### Call to Order

The meeting was called to order at 7:18 PM. Attending were trustees David Castiglioni, Patricia Deal, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Katharine Fennelly was absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

### Communications

1. A thank you note was received from the Cultural Enrichment Coordinator at St. Agnes School thanking the Russell Fund for the visit by author Matt Tavares. 2. A citizen, Stephen Baker, communicated via e-mail his concern about the three-month booking policy regarding the Robbins Library meeting rooms. He also questioned differing policies for meeting spaces at the Robbins and Fox libraries. Ms. Loud will let him know that Fox meeting rooms, as the community center portion of the building, are reserved by the Arlington Human Services Department. Trustees discussed whether to alter the existing policy at the Robbins regarding advance bookings. The consensus was to keep the policy. Ms. Loud will so inform Mr. Baker. He will also be advised to contact alternative venues such as the Council on Aging Senior Center and the Community Safety Building. 3. A generous donation was made to the library by Somerville resident Marjorie Gans in memory of her parents. She would prefer that some books be purchased in their memory, but made clear that the gift comes with no restrictions.

### Director's Report

Trustees reviewed the written report of the director and asked questions regarding technology projects and issues and the hiring of a Friends of the Library coordinator.

### Preliminary Discussion of FY07 Administration/Trustee Objectives

Ms. Loud distributed copies of the FY06 trustee goals/objectives. It was suggested to make new headings to move some items out of the "Community" heading. Trustees should consider these and come to the August meeting prepared to discuss in detail. Ms. Loud will also bring administration goals/objectives to the meeting for review.

### Preliminary Russell Fund Allocations

Liza Halley and Marianne Uttam made two preliminary requests for allocations; one for \$3,000 for summer programs and the other for \$1,200 for the coordinator salary. Ms. Deal made a motion to allocate \$4200 through the end of August; seconded by Mr. Castiglioni. Passed unanimously.

### Local Author Program

Flyers were distributed advertising the upcoming Arlington author panel. Board members volunteered to provide refreshments.

### Community Read

Ms. Loud has thus far received no response from the agents for Tracy Kidder or Paul Farmer. She will follow up by telephone.

### Medway Library

Ms. Loud updated the Board on the status of the Medway Library which has suffered serious budget cuts. Their budget has been reduced from \$285,000 to \$107,000, which will be used in concert with some small revolving and trust funds. Operating hours will be reduced to twenty per week and the library director's vacant position will remain unfilled. No new materials will be purchased but their membership in the Minuteman Library Network will be retained. The Board discussed whether to continue extending borrowing privileges to their residents if the library is decertified. Ms. Deal made a motion; seconded by Mr. Murphy, to deny borrowing privileges to Medway residents in the event of the library's decertification. Passed unanimously.

### Update on Safety Concerns – Library Way

Ms. Loud updated the trustees on the implementation of the recommendations of the town's Transportation Advisory Committee. Phase I items have been implemented or are in process. As for the phase II items, several are included in a Massachusetts Avenue project to be accomplished with state and federal funding, which may not be in place for 2-3 more years. The Board requested that Ms. Loud write a letter to the Town Manager expressing its concern with the delay in implementation of the Phase II recommendations, as this could compromise pedestrian safety. They hope that all recommendations can be implemented as soon as possible with the exception, for financial reasons, of the construction of sidewalk bump-outs at either end of the crosswalk across Massachusetts Avenue. In another matter, Ms. Loud is still addressing the issue of the library's outside lighting.

### Friends of the Library Update

Ms. Diminture provided an update on the activities of the Friends of the Robbins Library. There are two excellent finalists for the position of Friends Coordinator and a final hiring decision will be made soon. At their June meeting, the Friends Board of Directors voted to allocate over \$35,000 in funding for FY07 in response to staff requests. One request was to fund small scholarships for a library page(s) planning to attend college. The trustee board was in favor of such a program. Tax implications would need to be examined and program guidelines drawn up. An author program will be held on June 21<sup>st</sup> with Jeanne Bracken as the speaker. November 2<sup>nd</sup> has been reserved as the date for the Friends' Appraisal Night fundraiser, to be held at the Town Hall. Mr. Murphy suggested that the Board send a thank-you note to the Friends group for its efforts on behalf of the library.

### Fundraising

Ms. Ruderman has been investigating some potential business partners, but has no firm commitment as of yet. Ms. Loud requested that the Board approve an alternate funding source for a Discovery Kits project (\$7,000) if it does not receive grant funding through the Massachusetts Board of Library Commissioners.

### Memorial Lecture Series

Ms. Radochia reported that Elaine Shea has sent letters to two potential speakers for the inaugural program in the Margaret Spengler Memorial Lecture Series. The Board expressed interest in sending letters of interest to a broader pool of speakers and would like to preview all future correspondence regarding the lecture series. Ms. Ruderman will contact Elaine Shea concerning this. Ms. Radochia and the other trustees agreed to delay the timetable for this

program in light of the upcoming Centennial Year programs. Ms. Radochia will update the Board in October.

#### Sponsorship of Richard Duffy Program

Ms. Loud reported that Richard Duffy's recent book "Arlington Then and Now" has been delivered to the publisher. The Local History Room of the library will receive proceeds of 12 % of the wholesale price for all sales. The Board of Trustees will sponsor an author program/book signing in late September/early October.

#### Election of Officers

Ms. Deal and Ms. Muldoon served as the nominating committee. The slate of officers presented for FY07 was as follows: Chair – Susan Ruderman, Vice-Chair – Katharine Fennelly, Trust Fund Liaison – Barbara Muldoon, Russell Fund Liaison – David Castiglioni. The slate was approved unanimously on a motion by Ms. Radochia; seconded by Mr. Murphy.

#### Other

Ms. Loud distributed a revised/updated computer usage policy, which the Board approved as written. Ms. Loud informed the Board that the supply of library letterhead envelopes has been depleted. Since at least half of the library mailings last year were related to trustee activities, she requested that one/half of the cost for new envelopes be paid with trust funds. This was approved.

#### Date of Next Meeting

The next meeting will take place on **Tuesday, August 15<sup>th</sup> at 6:15 PM (dinner meeting) in the Community Room.**

#### Adjournment

The meeting was adjourned at 9:25 PM on a motion by Mr. Murphy.

Respectfully submitted,

Cynthia Diminture